The Maryland Child Care Credential Program

MARYLAND

CREDENTIALED CHILD CARE PROVIDER

Contents

Overview

The Maryland Child Care Credential recognizes child care providers who go beyond the requirements of State licensing and registration regulations. There are seven staff credential levels and four administrator levels, each one recognizing a child care provider's achievement of a specified number of training hours, years of experience and professional activities which lead to quality child care. Child care providers participating in the program will complete training in topic areas in order to develop the knowledge and skills they need to provide the highest quality care for the children and families they serve. Although the Maryland Child Care Credential is a voluntary program, all regulated family child care providers and child care center staff are eligible and encouraged to participate.

Program Goals

The major goals of the credential program are to:

- Produce a well-qualified workforce;

- Increase the overall quality of child care programs ensuring that all children enter school ready to succeed;

- Improve the status and increase compensation for child care providers;

- Recognize for-credit and non-credit career preparation; and

- Provide a structure for professional growth through professional competencies.
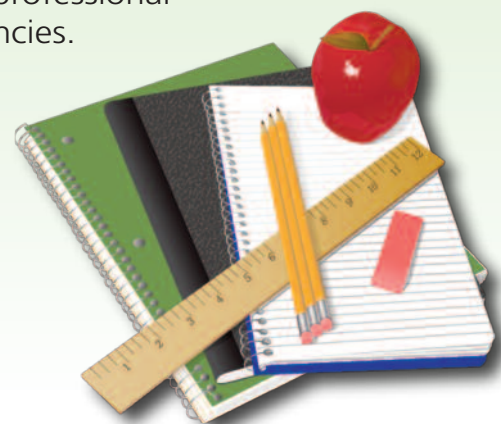
Important Program Information

- Before considering any training course you must decide on your long-term career goals. *Your options may include*:

  - The Maryland Child Care Credential
  - The Child Development Associate (CDA)
  - A college degree
  - Certified public school teacher

- Once you have decided on your goals, you can then map out your training plan.

- You will need to take the appropriate training to meet your long-term goals.

  - The Maryland Child Care Credential – you must take training from an Office of Child Care (OCC) approved trainer, organization or an accredited college or university.

  - The Child Development Associate (CDA) – refer to the training requirements set by the National Council for Early Child hood Professional Recognition.

- A college degree – take courses for credit from an accredited college or university.

- MSDE teaching certification – check with the Maryland State Department of Education Teacher Certification Branch for information.

- As you proceed on your professional path, check with the Credentialing Program to ensure that the training you take will apply to achieving your goals.

- Training that has been completed within the past five years of application to participate in the Credentialing Program *may* be accepted as meeting the requirements of the core of knowledge. However, college coursework, whether for credit or non-credit, will be accepted regardless of when it was completed.

- Family child care providers or staff at centers applying for program accreditation should check with the accrediting organization on any additional training criteria needed to meet the accreditation standard.

Credential Requirements Eligibility for Participation

- To participate in the credential program you *must* be:
  - A registered family child care provider,
  - An operator, director, or staff member (teacher, assistant teacher, or aide) in a licensed child care center or letter of compliance

- When you apply to participate in the credential facility program, you agree to:
  - Continue working in a child care setting for no less than one year from the date you receive your Maryland Child Care Credential.

- Complete continued training to maintain your credential level and;
- Participate in professional activities related to the child care profession.

- A Credential is issued for a 12-month period and may be renewed each year.

- Participants in the Credential Program may not be the subject of any sanction imposed by the OCC.

- Substitutes or volunteers, working in a registered family child care home or licensed child care center, are not eligible to participate.

- Child care center employees who do not work directly with children on a daily basis (regional/district manager, administrative, maintenance, food service) are not eligible to participate.

Incentives

There are incentives available to child care providers who choose to participate in the Maryland Child Care Credential Program. Incentives are available to providers participating in the Credential Program at Level Two and higher and include achievement bonuses and training vouchers.

Achievement Bonuses

- Upon successful completion of the requirements, staff will be awarded a one time only achievement bonus for credential levels...two through four and administrator level one. Bonuses are awarded annually at staff levels four plus, five and six and administrator credential levels two, three and four.

- To receive an achievement bonus, a participant shall:
  - Meet the requirements for level two or higher pursuant to COMAR13A.14.09.05.
  - Submit a completed application for renewal and submit documentation of continued training, professional activities and one year of continued employment in a child care facility.

Training Vouchers and Reimbursement

Depending upon available funding, child care providers participating in the Credential Program at Level Two or higher are eligible for training vouchers or reimbursement for approved training. During each 12 months of participation, up to $400 is available to program participants to pay for the cost of additional training needed to complete the training plan. Vouchers may only be issued for conferences and college coursework.

The Core of Knowledge

The Core of Knowledge is defined as theories and practices that are essential for individuals working with children in family child care programs. The core of knowledge is divided into six major areas:

- Child Development
- Curriculum
- Health, Safety & Nutrition
- Professionalism
- Special Needs
- Community

Training may be taken from an Office of Child Care approved training organization or an accredited college or university. The six Core of Knowledge areas are listed in the chart that follows. Each bulleted item under the Core of Knowledge area identifies the content of a workshop or a component of a college class. The hours in parenthesis indicates the number of clock hours required to complete each Core of Knowledge area.

CHILD DEVELOPMENT (45 clock hours)

- Child growth and development theories, methods of research and effects on child care and education
- Domains (social, emotional, physical, cognitive and aesthetic) and stages of development
- Links between development and learning
- Methods of observing child behavior and progress
- Theories of guidance and discipline
- Positive child guidance strategies that promote pro-social behavior
- Research in early brain development
- Character development as it relates to behavior and management
- Appropriate supervision for age/level of development
- Documentation of growth and learning

CURRICULUM (30 clock hours)

- Significance of play, emergent curriculum in learning and development
- Developmentally appropriate practices that focus on children's needs/interests, and consider culturally valued content and home experiences
- Learning experiences that help children develop emerging intellectual curiosity, problem solving and decision making skills, and critical thinking
- Integrating learning experiences with curriculum theories & current research
- Design, implementation & evaluation of child care and education programs
- Use of informal and formal assessments to plan activities, individualize programs, and improve program quality
- Planning and implementation of appropriate environments for children which facilitate development in all domains
- Design of new environments or modification of existing ones that nurture and educate children and meet state regulatory requirements
- Appropriate equipment and materials for outdoor and indoor learning spaces
- Appropriate supervision for all children's activities

HEALTH, SAFETY AND NUTRITION (20 clock hours)

- Health issues and nutrition for children
- Implementation of safety management practices
- Issues affecting the health & safety of children
- Illness prevention
- Health record keeping and policy considerations
- Abuse, neglect and injurious treatment
- Practices and procedures for sanitation

❱❱NOTE – *First Aid/CPR may not be counted toward this Core of Knowledge area*

PROFESSIONALISM (15 clock hours)

- Historical and philosophical foundations of early care and education
- Diversity of child care programs
- Current issues, trends, research, and opportunities in the child care field
- Self-awareness and assessment
- Personal philosophical perspective as a basis for making professional decisions
- Ethics and professional behavior
- Mentorship
- Collaborative process
- Advocacy for children and child care programs
- Awareness of professional organizations, licensing and credentialing processes, education, community resources
- Child care facility and daily operations
- Financial planning and management
- Staff/program development, supervision, and evaluation
- Leadership, team building, and conflict resolution
- Child care policies, licensing regulations, legal and advocacy issues
- Determining community child care needs, marketing, public relations
- The value of developing policies

SPECIAL NEEDS (15 clock hours)

- Developmentally appropriate practices for children with varying developmental, emotional, cognitive, language and/or physical needs
- Understanding the special needs of all children
- Effective partnerships with parents, families, and others
- Inclusionary practices
- Design of accessible learning environments
- Theoretical and legal foundations for special programs
- Special populations and medical implications

COMMUNITY (10 clock hours)

- Supportive and effective communication skills
- Dynamics, roles and relationships among children, families, and child care professionals
- Community resources that support children and families
- Sociology of children and families
- Parent participation in child care/education programs
- Recognition of diversity in society
- Benefits and process of collaborations

Professional Activity Units

The Maryland Child Care Credential Program includes requirements for participation in activities that contribute to the professional growth and career development of those working in the field of child care. These activity units are earned through participation in activities that contribute to the provision of quality child care and the advancement of the profession.

Professional Activities are those that:

■ Engage the participant in the broader aspect of the field of early childhood education as well as school-age care.

■ Increase the knowledge of others in and outside of the profession.

■ Active involvement in professional activities that promote and support the workforce in ways such as workforce development and program improvement, ultimately improving outcomes for children. Professional activities increase competence, performance, and effectiveness of those working with children working in child care.

Completing approved training does not qualify as a professional activity. However, coursework completed at an accredited college or university for credit with a grade of C or higher will count as two (2) Professional Activity Units (PAU's). Please see PAU chart for more details.

Professional Activity Units (PAUs)

A PAU is the number assigned to an activity depending on the number of hours spent, level of effort, or commitment to an activity.

The following PAU charts provide examples of PAUs and are not a complete listing of possible activities.

For any Professional Activity Unit Approval Form completed, which are not listed on the PAU chart, [Applicants must submit a Maryland Child Care Credential Program - Professional Activities Request Form]. The Office of Child Care – Credentialing Branch will review the information submitted and make a determination within 60 days of receipt.

OFFICE OF CHILD CARE
Credentialing Branch

Participation in the Maryland Child Care Credential Program includes performing activities that contribute to the professional growth and career development of those working in the field of child care.

(1 Unit) Awarded for Each Professional Activity Performed

Unit	Professional Activity	Definition	Documentation
1	Member of a local, state or national child care professional organization(may count only one membership)*	Requires participant to obtain membership to a child care organization.	Membership card or receipt showing that membership fees have been paid.
1	Active child care association committee member	Elected or appointed to perform some services or functions in an organization a committee member.	Letter[1] verifying that participant is a member of that particular committee.
1	Child Care Conference committee member	Serve as a member to a committee in the capacity of volunteering as a facilitator guide or contributing in the planning of a local, state or national conference.	Letter[1] indicating that participant performs such duties and a member of the committee.
1	Child Care Center Event*	Child Care events that are held at the center and parents are invited to participate	Letter[1] from Center Director describing event and verifying participation.
1	Community child care event (such as Week of the young child (WOYC), festivals, community days)	Requires participation and/or volunteer work at a child care event. Ex: a center sets up booth to disseminate information, other child care resources, and promote their child care center.	Flyer and verification letter[1] detailing duties performed.
1	Responsible for the child care food program for the child care center or home.	The sole responsible person for the child care food program for the center or home. Please note: center must participate in the Maryland Child Care Food Program (CCFP).	Contract or certificate of continued training for the child care food program.
1	Presenter of in-service training or workshop for staff or support group	Requires the individual to conduct a presentation to staff members/support group on training a day.	Letter[1] from director with details of presentation.
1	Informal mentor/advisor for high school students, child care staff or family child care provider	Serve as informal mentor to high school students or other teachers in a program.	Letter[1] from director or assignment letter from the high school.
1	Serve on an accreditation committee(center staff)	Participated in the accreditation committee for a center going through the accreditation process.	Letter[1] from the director stating duties and responsibilities /accreditation certificate.
1	Hold a current teaching certificate	Current teaching certificate in the State of Maryland.	Current, valid Teaching Certificate.
1	Child care resource and referral volunteer(6 clock hours each credentialing year)	Volunteering at your local child care resource and referral office for a minimum of 6 hours.	Letter[1] of completed volunteer work.

NOTE: 1 All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, R&R staff) for documenting the activity. * Counts only once during an application cycle.

Professional Activity Units (cont.)

> Professional Activity Unit (PAU) refers to the number assigned to an activity depending on the number of hours spent, level of effort, or commitment to the activity.

1	Attend and participate in a Local child care conference*	Attendance to a state conference.	Conference certificate.
1	10 years of experience working with children in a child care program.	Documented 10 years of experience as a full time teacher in a licensed child care center or school or a registered family child care provider.	Letter[1] from past employer(s) indicating employment start and end date and or copy of registration.
1	Early Childhood Professional Expo*	Expo-activity booth for early childhood professionals.	Expo passport documentation.
1	ECAC Leadership Retreat*	Strengthen partnership between public schools and childcare centers to increase school readiness.	Verification letter[1] from the R&R or Local ECAC.
1	Excels and Accreditation peer support group	Requires participation in the focus/peer support group for an extended period of time.	Verification letter[1] from the R&R.
1	ECMH-UMUC Evaluation Director/Family Child Care Provider	Improves the ability of staff, programs and families to prevent, identify, treat and reduce the impact of social, emotional and other mental health problems among children birth through 5 years of age. • Be recommended by the ECMH consultant • Actively participate in the consultation process • Complete and return the satisfaction survey	Verification letter[1] from the ECMH Consultant.

NOTE: [1]All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, R&R staff) for documenting the activity.
* Counts only once during an application cycle.

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(2 Units) Awarded for Each Professional Activity Performed

Unit	Professional Activity	Definition	Documentation
2	Active Association Board Member	Board member of a local, state or national child care related association	Letter[1] from representative of the organization or printed distribution material, naming the individual as an official board member
2	Task Force Member (A group formed to carry out a specific mission or project, or to solve a problem that requires a multi-disciplinary approach.) Advisory Group Member (A group of volunteers that meets regularly on a long-term basis to provide advice and/or support to an institution, agency or organization.)	Contributing member of a task force/advisory group focused on the child care community	Letter[1] from lead of task force/advisory group Printed acknowledgement naming individual as a member
2	Newsletter Contributor	Author material or contribute written material for a local or state distributed publication (i.e. parent newsletter, school newsletter, PARTNERS)	Copy of the newsletter or article identifying you as the author, editor, or contributor
2	3 Credit College Coursework	Coursework completed at an accredited college or university for credit with a grade of C or higher	Copy of complete transcripts that indicate participants name & name of college/university
2	Judy Center Partner	A collaborating partner in local Judy center	Letter[1] or copy of agreement from Judy Center representative
2	Webpage Development/Maintenance	Design, build and/or maintain a webpage for a child care related organization	Letter[1] from representative defining role/duties including the name and purpose of website
2	Program Accreditation Center Director/Family Child Care Program	Lead facilitator organizing and participating in the Accreditation process	Copy of accreditation letter/certificate
2	Director Consortium	Partnership of two or more directors participating in a common activity and/or pooling resources to achieve a common child care related goal	Copy of minutes/agenda from meeting

NOTE: 1 All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, R&R staff) for documenting the activity. * Counts only once during an application cycle.

Professional Activity Units (cont.)

Professional Activity Unit (PAU) refers to the number assigned to an activity depending on the number of hours spent, level of effort, or commitment to the activity.

2	Resource & Referral Agency Volunteer (12 hours)	Volunteer hours at a Resource & Referral Agency	Letter[1] from Resource & Referral representative indicating volunteer activity and number of hours
2	State Child Care Conference Attendance*	Attendance at an MSDE approved state conference	Certificate indicating date of conference, sessions attended and clock hours of sessions
2	20 years of experience working with children in a child care program	20 years of experience working directly with children in a licensed program	Letter[1] from supervisor(s) indicating position & length of time directly working with children or copy family child care registration Pay stubs indicating hours worked (submit 1st and last pay stub)
2	Administration of Rating Scale for own program	Rate program using appropriate rating scale (ITERS, ECERS, SACERS, PAS, BAS)	Copy of evaluation
2	Graduate with an AA degree in Early Childhood Education within credential year	Complete requirements for an AA degree in Early Childhood Education from an accredited college or university	Copy of complete transcripts showing conferred date Copy of diploma
2	Statewide Symposium*	Attend a conference or meeting in which several speakers discuss topics related to child care	Certificate of attendance indicating date, topic(s) and speaker(s). Include an agenda
2	Child Care Community Events Committee Chair/Co-Chair	Participate in the planning and implementation of a child care event to benefit children, families and/or community	Copy of flyer/advertisement of event & a letter[1] of participation from event representative Letter[1] indicating the who, what, when, where and why of the event
2	Volunteer program site for training of pilot program(s)	Volunteering program for use as a training site for pilot programs (Examples include: Maryland EXCELS, Best Beginnings, L.E.A.R.N. Pilot, PEEP)	Letter[1] of participation from lead of MSDE approved pilot program
2	Breakthrough Center	Participation in and implementation of Breakthrough Center mission and goals	Copy of Breakthrough Center Agreement

NOTE: [1] All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, R&R staff) for documenting the activity.
* Counts only once during an application cycle.

OFFICE OF CHILD CARE
Credentialing Branch

Participation in the Maryland Child Care Credential Program includes performing activities that contribute to the professional growth and career development of those working in the field of child care.

(3 Units) Awarded for Each Professional Activity Performed

Units	Professional Activity	Definition	Documentation
3	National Child Care Conference Attendance*	Attendance to a national conference	Certificate indicating date of conference, sessions attended and clock hours of sessions
3	Presenter at a local, state or national conference	Conduct a child care presentation at a local, state, or national conference	Letter[1] of confirmation from the sponsoring organization Conference Booklet
3	Approved trainer/instructor of infant/toddler, early childhood, or school-age training	Recognized by MSDE as an Approved Trainer	Current MSDE issued training approval certificate
3	Author or contributor of material to an early childhood or school-age publication distributed nationally	Author, contribute, or assist with writing material for a nationally distributed publication (e.g. Young Children; Childhood Education; Childhood Explorer, etc)	A copy of the article identifying you as the author or contributor
3	Editor of local, state, or regional child care newsletter	An editor is responsible for checking, reviewing, correcting, and perfecting written materials, articles, and pieces	Letter from the organization identifying you as the editor Copy of newsletter
3	Child Development Associate Professional Development Specialist	Approved by the Council for Professional Recognition	Documentation of Approval from the Council for Professional Recognition
3	State and/or National Accreditation observer/validator/verifier	Approved by an accrediting organization to conduct accreditation visits	Documentation of Approval from the accrediting organization
3	Reliable ECERS, ITERS, FACERS, SACERS, PAS, BAS, CLASS validator/observer/assessor	Completed required training and reliability process for a specific assessment	Letter of Reliability from the sponsoring organization
3	Supervisor for student-teacher officially placed by a high school or college/university	Supervise student-teachers in the classroom	Letter from the high school coordinator, college/university or direct supervisor
3	Successfully completion of six (6) college credits	Completion of six college credits within the Credential year	Copy of current transcript. Copy of current grade report
3	Graduate with a Bachelor Degree in ECE from an accredited college/university	Completion of graduation requirements for a Bachelor degree within the Credential year	Copy of degree Copy of transcript indicating degree awarded

NOTE: 1 All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, R&R staff) for documenting the activity. * Counts only once during an application cycle.

Professional Activity Units (cont.)

Professional Activity Unit (PAU) refers to the number assigned to an activity depending on the number of hours spent, level of effort, or commitment to the activity.

3	Formal Mentor	An experienced individual who is committed to helping other adults to become more effective at their work ex. Mentor/mentee process	Mentor/Mentee Contract identifying structure of the process; length of time; and activities/tasks completed during the time
3	Reliable CLASS Observer	Completion of required training and reliability process	Letter of reliability from the sponsoring organization
3	Volunteer 18 hours for the Resource & Referral Agency	Volunteer hours at the resource & referral agency ex. supervising the resource room; cataloging library shelf; conference volunteer, etc	Letter from the resource & referral agency indicating number of hours and volunteer activities
3	30 Years of experience working with children in a child care program	30 years of experience working in a licensed child care center and/or as a registered family child care	Letter from supervisor(s) indicating position & length of time directly working with children 1st & last Pay stubs indicating hours worked
3	Testify at a legislative hearing on EC policy/regulation	An individual who testifies at a legislative hearing in support of early childhood policy and or regulations.	Agenda or copy of testimony
3	Peer reviewer for training proposals	Reviews early childhood training proposal bi-monthly with the training approval peer review team.	Letter from Training Approval Coordinator

NOTE: [1] All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, R&R staff) for documenting the activity.
* Counts only once during an application cycle.

MARYLAND Child Care Staff Credential Levels

Level	1	2	3	4	4+ Option 1	4+ Option 2	4+ Option 3
Education	Meet OCC Licensing or Registration Requirements	**CORE OF KNOWLEDGE TRAINING** ◆ 45 clock hours: ■ Min of 20 hrs CD	◆ 90 clock hours: ■ Min of 20 hrs CD ■ 20 hrs*	◆ 135 clock hours: ■ 45 hrs CD ■ 30 hrs CURR ■ 20 hrs HSN ■ 15 hrs SN ■ 15 hrs PROF ■ 10 hrs COMM	◆ 135 clock hours ◆ Program Accreditation (family child care only)	◆ 135 clock hours, and ◆ 15 college credit hrs of approved coursework that inc courses in CD & CP	◆ 135 clock hours, and ◆ Enrollment in an approved college course of study toward a degree and... ◆ Accumulate 55 points by earning 5 points for each additional early childhood college course and/or each year of experience
Experience				■ 1 yr Exp ■ 1 yr of College or ■ 1 yr Exper/College =1 yr	2 yrs (minimum)	9 yrs (minimum)	2 yrs (minimum)
PAU	NA	1	RENEWAL 2	3		RENEWAL 4	
Renewal Continued Training Clock Hours Per Certificate Year	NA	12	18	24		24	
Bonus	NA	$200 (one time)	$300 (one time)	$500 (one time)		$600 (yearly)	

NOTE: Admin Levels are not specific to Directors or Administrative Staff   *Approved Coursework = Courses in Early Childhood or Elementary Ed.

*Legend: CP - Curriculum Planning / CM - Curriculum Methods / CD - Child Development / SN - Special Needs / COMM - Community / PROF - Professionalism

MARYLAND Child Care Staff Credential Levels

Level	5			6		
	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
Education	◆ Associate w/15 college credit hrs of approved coursework and ◆ Coursework in CD and CM	◆ 30 college credit hrs of approved college coursework that includes: ■ Child Development ■ Curriculum Planning ■ Health & Safety ■ Special Needs ■ School Age ■ Infant Toddler ■ Language & Literacy ■ Child Care Administration	◆ 15 college credit hrs of approved college coursework, and ◆ Enrollment in an approved college course of study toward a degree, and... Accumulate 45 points by earning 5 points for each additional early childhood college course and/or each year of experience	◆ Bachelor's, Master's, Doctorate in ECE, Elem Ed, Spec Ed, Child Psych, related field, and ◆ Courses in Child Dev & Curriculum Methods	◆ Bachelor's, Master's, Doctorate (non-related field) and ◆ 15 college credit hrs of approved college coursework that includes Child Dev & Curriculum Methods	◆ Associate or higher degree w/15 college credit hrs of approved coursework ◆ Enrollment in an approved college course of study toward a higher degree, and... Accumulate 45 points by earning 5 points for each additional early childhood college course and/or each year of experience
Experience	2 yrs (minimum)	2 yrs (minimum)	2 yrs (minimum)	2 yrs (minimum)	2 yrs (minimum)	2 yrs (minimum)
PAU	RENEWAL 4			RENEWAL 5		
Renewal Continued Training Clock Hours Per Certificate Year	24			24		
Bonus	$750 (yearly)			$1,000 (yearly)		

NOTE: Admin Levels are not specific to Directors or Administrative Staff * Approved Coursework – Coursework in Early Childhood/Elementary Education. * Related Fields: Psychology, Social Work, Human Services, Family and Consumer Science, Family Studies, Human Ecology.

Legend: CP - Curriculum Planning / CM - Curriculum Methods / CD - Child Development / SN - Special Needs / COMM - Community / PROF - Professionalism

Administrator's Credential:

Level	One	Two	Three	Four
Education	◆ 240 clock hours of core of knowledge training, consisting of: ■ 45 clock hours in child development; ■ 45 clock hours in curriculum development; ■ 45 clock hours in health, safety, and nutrition; ■ 45 clock hours in special needs; ■ 45 clock hours in professionalism; and ■ 15 clock hours in community issues	◆ Successful completion of 240 clock hours of core of knowledge training consisting of: ■ 45 clock hours in child development; ■ 45 clock hours in curriculum development; ■ 45 clock hours in health, safety, and nutrition; ■ 45 clock hours in special needs; ■ 45 clock hours in professionalism; and ■ 15 clock hours in community issues; ◆ Achievement of at least one of the following: ■ Completion of the National Administrator's Credential; or ■ Successful completion of at least 30 college credit hours in an approved course of study;	◆ An associate degree from an accredited college, that includes: (a) A minimum of 15 college credit hrs of approved coursework related to business management, administration, and (b) Completion of at least one college course in each of the following areas: ■ Child development; ■ Curriculum development; and ■ Administration of Child Care Programs	◆ A bachelor's, master's, or doctoral degree from an accredited college or university in: ■ Business Administration; ■ Public Administration and Management; ■ Public School Administration; or ■ A related discipline; ◆ Completion of at least one college course in each of the following: ■ Child development; ■ Curriculum development; and ■ Administration of Child Care Programs ◆ Completion of 45 clock hours of training in the area of mentoring and coaching staff.
Experience	2 years working directly with children in an approved setting	2 years working directly with children in an approved setting	At least 4 years working directly with children in an approved setting	At least 5 years working directly with children in an approved setting
PAU	4	5	5	6
Renewal — Continued Training Clock Hours Per Certificate Year	24	30	30	30
Bonus	$600 (one time)	$750 (yearly)	$1,000 (yearly)	$1,500 (yearly)

NOTE Approved Coursework — Coursework in Early Childhood / Elementary Education.

Frequently Asked Questions

Q – How do I know if my application has been received?

A – If you provided an email address on your application, an email confirmation will be sent once entered into our automated tracking system.

Q – What is the status of my application?

A – Credentialing program applications are processed within 60 days of receipt.

Q – I received my award letter, when will I receive my bonus?

A – 30-45 days. Checks are mailed from the Maryland State Comptroller's Office.

Q – I received my award letter and it has been over 45 days. What should I do?

A – Be prepared to provide your phone number and email address. A response to your inquiry will be made within 48 hours.

Q – Can I still send in my application after the expiration date?

A – Yes, up to 30 days after expiration. Please check the update box on the application and submit current information that is within 12 months of the expiration date.

Q – Can I upgrade my credential level?

A – Yes, you can upgrade your credential level. Applications submitted 60 days prior to renewal will be processed as a renewal application.

Q – I have to wait until my renewal to upgrade my credential level?

A – No, you can upgrade your credential at any time during your credential period.

Q – Do I have to be credentialed at each level in order to reach the highest level?

A – No, depending on the evaluation of education/training, experience and Professional Activity Units submitted, you will be placed at the highest level.

Q – Can my credential level be downgraded?

A – Please refer to your letter and certificate.

Q – When does my credential expire?

A – No, we do not downgrade levels.

Q – Can I get a copy of my letter/certificate?

A – Yes. Please provide the help desk with your full name, Social Security or CCATS ID #, and email address. A copy of your letter and certificate will be emailed within 5 business days.

Q – I moved and my address has changed what should I do?

A – Please submit a new application with your new address. Please indicate "Change of Address" on the top of application.

Q – I no longer work in Child Care, what should I do?

A – Please send a letter indicating that you no longer work in child care and include the effective date.

Q – I received an Incomplete Letter, what should I do?

A – Please refer to the letter sent with the packet and submit the missing documents. The data entry team will assist you with any additional questions.

Q – The dates on my certificate is incorrect

A – New certificate will be issued.

Frequently Asked Questions Cont.

Q – My Level and bonus amount are incorrect; I should be on a higher level.

A – Please provide the help desk with your social security or CCATS ID #, name, phone and email address. Your credential file will be reviewed and you will receive a response within 30 days.

Q – Do you conduct Credentialing workshops and provide technical assistance at child care centers and association meetings?

A – Yes. The help desk will consult with the Credentialing Office. Please provide your name and telephone #.

Q – What do I need to include in my packet for it to be complete?

A – *Employment:*
Child Care Center Staff
Letter of Employment
Family Child Care Provider
Certification of registration and 1 attendance sheet during the past 12 months
Education/Training
Copies of college transcripts-must be legible
Copies of training certificates
Professional Activity Unit
Documentation for all professional activity units completed within the past 12 months-please refer to the PAU chart

Q – Can I use any training towards my credential?

A – All Early Childhood Education (ECE) related courses/training submitted must be from an Office of Child Care (OCC) approved trainer or an accredited college or University.

Q – My Incomplete Letter states that I am missing PAU's. What PAU's have already been accepted?

A – Please refer to Incomplete Letter for the list of PAU's that have been accepted.

Q – If I have a Professional Activity Unit (PAU) that is not on the approved list, how do I get it approved?

A – Complete and email the Professional Activity Unit (PAU) Approval Form located on the Credentialing Website: http://marylandpublicschools.org/ to: crendintalocc.msde@maryland.gov

Q – What do I need to submit as documentation for a National Conference?

A – Submit a conference certificate along with the conference description (signed by the facilitator) of each session attended to count towards training hours.

Q – I am a new applicant, how many years of training can I submit?

A – All approved ECE related courses/training completed within the past 5 years of application date will be accepted. All approved pre-service and college coursework (credit or non-credit) will also be accepted regardless of completion date.

Application Process

1. Complete form OCC 280, Maryland Child Care Credential Application, both front and back. Attach copies of professional activity and experience documentation, as required by level. Attach copies of all certificates, transcripts and any other documentation of training completed.

2. Make a copy of the completed application, documentation of training, professional activity and experience for your files.

3. Mail the completed original application and all documentation.

IMPORTANT:

Should any information change during your credential year (address, place of employment, employment status, phone number, etc.) you **must** notify the Office of Child Care - Credentialing Branch immediately.

Please be sure to use the appropriate amount of postage and that the original application and copies of all documents are enclosed.

CREDENTIALED

CHILD CARE

PROVIDER

MARYLAND STATE DEPARTMENT OF EDUCATION

PREPARING WORLD CLASS STUDENTS

MARYLAND STATE DEPARTMENT OF EDUCATION
Division of Early Childhood Development
Office of Child Care - Credentialing Branch
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